

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

STATE PROPERTIES SECURITY OFFICER

JOB DESCRIPTION

Positions in this job provide armed security coverage for state properties in Ingham and Eaton counties, as uniformed civilian members of the Michigan State Police authorized to exercise arrest powers on state properties while on duty and in uniform.

There are four classifications in this job.

Position Code Title – State Properties Security Officer (Recruit)-E

State Properties Security Officer (Recruit) 7

This is the recruit/entry level. The employee is assigned to the State Properties Security Officer Recruit School. The recruit, in a classroom setting, receives training in the laws, rules, procedures and practices of the State Properties Security Officer. Upon successful completion of the twelve-week State Properties Security Officer Recruit School, the employee may be reallocated to the State Properties Security Officer 7.

Position Code Title – State Properties Security Officer-E

State Properties Security Officer 7

This is the intermediate level. The employee begins to perform a variety of state property security assignments under close supervision while learning the state laws, the department official orders, rules, regulations and the techniques necessary to perform the work.

State Properties Security Officer E8

This is the experienced level. The employee performs a full range of security assignments designed to protect persons and property in or on state occupied buildings, facilities and grounds. Work is performed under the supervision of a State Properties Security Supervisor located at the Capitol Post desk. Officers use independent judgement in interpreting and applying available guidelines to specific situations.

Position Code Title – State Properties Security Officer-A

State Properties Security Officer 9

This is the advanced level State Properties Security Officer. The employee at this level serves as a lead worker responsible for assigning and directing the work of lower level State Properties Security Officers, or as a senior worker, performing State Properties Security Officer assignments recognized as the most complex. Senior level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

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NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification, excluding the State Properties Security Officer (Recruit) 7. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

As an armed security officer, protects state buildings, the Governor's residence, installations and contiguous areas against criminal activity such as trespass, theft or vandalism.

Patrols state buildings and grounds on foot or in a vehicle; checks doors, windows, locks, lights, and heating and cooling equipment; locks and unlocks buildings.

Controls access to state buildings by verifying the identity of persons entering or exiting in accordance with applicable requirements.

Gives directions and other information to visitors; provides other assistance to state employees and visitors such as jump starting vehicles or unlocking cars with a special tool.

Makes preliminary investigations of crimes committed on state property or complaints received; gathers information and prepares a report on the crime or complaint; refers cases as necessary to the post detective for further investigation.

Provides armed escort service to protect persons or property during movement between buildings.

Arrests individuals who have committed misdemeanor or felony crimes on state property; takes them into physical custody, subdues or restrains them if necessary, searches them, explains the reason for arrest and advises them of their constitutional rights; transports them to the post or jail or transfers them into the custody of a police officer.

Maintains radio contact with State Police Capitol Post and shift supervisor.

Participates in crowd control activities during demonstrations at the State Capitol.

Appears in court as necessary to testify and provide evidence.

Prepares activity reports and other periodic and special reports.

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Renders first aid to employees and visitors in cases of injury or illness.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

State Properties Security Officer 9

Coordinates work by scheduling assignments of other State Properties Security Officers.

Oversees and assures the quantity and quality of the work by requiring strict adherence to methods and procedures.

Explains work instructions and adapts, if necessary, pertinent general methods and procedures in order to meet required needs.

At the Governor's residence, provides for the safety of all members of the Governor's family and visitors in conjunction with State Police sworn personnel.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level. These KSAs do not apply to the State Properties Security Officer (Recruit).

Knowledge of state laws, department official orders, rules and regulations related to the safety and security of persons and property.

Knowledge of the methods and techniques for providing effective security coverage.

Knowledge of crowd control techniques.

Knowledge of the principles of first aid.

Knowledge of investigative techniques and procedures.

Skill in the use of firearms.

Ability to maintain composure and respond appropriately during stressful situations.

Ability to learn and apply written laws, rules, and regulations related to the work.

Ability to observe critically.

Ability to operate a motor vehicle.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

State Properties Security Officer 9

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to others.

Ability to perform the most complex assignments as approved by Civil Service.

Working Conditions

The employee is confined at one's workstation for extended periods.

Officers may be required to work any shift, on a rotating basis, any day of the week, and must be available for duty 24 hours a day.

Work frequently involves long periods of standing and walking.

Officers are required to carry a firearm on duty.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to be exposed to inclement weather conditions.

Employees may be required to work any day of the week or any shift.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require an employee to be absent of any physical limitation, which would impair effective performance in the Department of State Police.

Education

State Properties Security Officer (Recruit) 7

Possession of a high school diploma or a GED Certificate.

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State Properties Security Officer 7-9

Possession of a high school diploma or a GED Certificate and successful completion of the State Properties Security Officer Recruit School.

Experience

State Properties Security Officer (Recruit) 7; Officer 7

No specific type or amount is required.

State Properties Security Officer E8

One year of experience as a state properties security officer.

State Properties Security Officer 9

One year of experience as a State Properties Security Officer E8.

Special Requirements, Licenses, and Certifications

Absence of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Willingness to submit to a thorough background investigation designed to measure the applicant's suitability for police work.

Must be at least 21 years of age.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PROPSCOFR

Job Code Description

State Property Security Officer

Position Title

State Properties Security Officer
(Recruit)-E

State Properties Security Officer-E

State Properties Security Officer-A

Position Code

PSCOFRE

PRSCOFRE

PRSCOFRA

Pay Schedule

A02-029

A02-004

A02-035